



**Beaver Road Primary School  
Local Governing Board Meeting  
Monday 23<sup>rd</sup> January 2023 at 5pm.  
Draft Minutes**

**Present:**

Lynne Allan	Co-opted Governor (Chair)
Anthony Boothman	Parent Governor
Matthew Coupe	Parent Governor
Emma Foster	Co-opted Governor
Emma Forrester	Co-opted Governor (Deputy Chair of Governors)
Rihula Sameer-Mour	Staff Governor
Sian Hanison	Co-opted Governor
Liz Hardy	Executive Headteacher

**In attendance:**

Michael Burke	Associate
Sam Crowe	Observer
Michael Davenport	Deputy Headteacher
Paris Brown-Gardener	Teacher/Observer
Karen Haines	Governance Professional
Jenifer Lowe	Nursery Lead/Observer
Ruth Pearson	Observer/Extended School Leader
Serena Powell	School Business Manager
Tina Smith	Chief Finance and Operations Officer
Melissa Ulett	Family Engagement Officer

**The meeting met its quorum**

***Any text in bold red represents Governors' question, challenge, and Clerk's advice. Black bold represents decisions and actions.***

**1. Welcome and Introductions**

- Governors were welcomed to the meeting. There were a number of members of staff attending the meeting. This was Rihula Sameer-Mour (Staff Governor) last meeting as part of the LGB. There were two Staff Governor vacancies, one would be a teacher and one would be a member of the support staff. Additionally, members of staff could, if not elected as Staff Governor be appointed as an Associate Governor.
- Introductions were given for the benefit of the members of staff joining the meeting.



## 2. Apologies for Absence

- Apologies for absence from Pauline Black (Co-opted Governor) were received and accepted.

## 3. Declaration of Non/Pecuniary Interest

- There were no declarations of non/pecuniary interest in relation to the agenda items.

## 4. Minutes of the Last Meeting (10<sup>th</sup> October 2022)

**The minutes of the meeting held on 10<sup>th</sup> October 2022 were formally approved as a true and accurate record.**

## 5. Matters Arising

- The training log had been added to Google Drive.
- The skills audit had been completed in the previous academic year. This was now due to be updated. An overview of the audit had been shared with the LGB.

**Action:** All Governors to complete the skills audit prior to or during the next LGB meeting.

- All Governor profiles had been completed. These would be added to the school website.
- All Governors had read the Keeping Children Safe in Education (KCSiE) guidance.
- Due to Pauline Black not being able to attend the meeting, the action to share the social work standards would be carried over to the next meeting.

**Action:** Pauline Black to share the social work standards with Liz Hardy prior to the next meeting.

- There had been some changes to the quality objectives. Governors feedback had been given. The quality objectives had been shared via Google Drive.

## 6. Headteacher's Report and attached documents

- Liz Hardy presented the key highlights from the Headteacher's Report.
- The LGB were advised that the revised curriculum had progressed well. The school's pupil outcomes were in the top 20% nationally. This showed the positive impact of curriculum development. There had been two autumn term QA visits which had confirmed the impact made and the quality of the provision at the school. The two QA's had advised that the school could make a self-judgement of being an Outstanding school. Further improvements were being



made: the school was developing a teaching and learning policy and practice and the updated curriculum policy would be presented for approval.

- There had been link Governor visits to school. Further link Governor visits would take place over the spring and summer terms. The school curriculum leads would contact Governors to arrange a visit. The school website listed all the link Governor roles including those which had changed: Lynne Allen was the link Governor for English and Humanities, Emma Foster was the link Governor for Languages, Emma Forrester was the link Governor for Pupil Premium (PP) and Special Educational Needs and Disabilities (SEND), Pauline Black was the link Governor for safeguarding, prevent and rights respecting, and Anthony Boothman was the link Governor for DT and health and safety.
- The report detailed the assessment and monitoring points across the academic year. Pupil progress meetings had taken place in the autumn term with all teachers and the heads of years. The tracking of pupil progress was an on-going action.
- Michael Davenport presented an overview of the autumn progress data. This showed pupil progress from the end of the previous academic year to the end of the autumn term. The report included pupils prior attainment data to show progress from Reception to KS1 and from the end of KS1 to KS2. With regards to the attainment for combined Year 5 were the strongest cohort, there had been a slight dip in the number of pupils in Year 6 who were on track to meet the expected standard in combined. However, Year 6 had the greatest number of pupils working at greater depth. At the expected standard, overall pupil attainment was greatest for maths. This had followed a focus on improving attainment in maths. However, it was noted that a greater number of pupils were working at greater depth in reading. The report showed lower attainment levels in KS1 than in KS2 due to the disruption to learning during the pandemic. Support for pupils was in place including staff CPD to ensure pupils were receiving the support needed for writing. There had been some pupil movement in Year 6 including six pupils new to the school. There had been a number of pupils join the school with English as an Additional Language (EAL). Supporting EAL pupils was a priority on the School Improvement Plan (SIP).
- A transiency report had been included within the Headteacher's Report. In the last academic year there had been 50 pupils had left the school and there had been 75 pupils new to the school. It was noted that some new international arrivals were joining the school in the short term only.

**Governors' Question: A Governor enquired if the school was required to admit pupils who were new international arrivals.**



No, not if the school was below the Published Admissions Number (PAN). The funding for pupils new to the school was not received until the next years' budget.

- The discussion returned to pupil attainment. The data showed there had been a dip in writing in Year 3 and Year 6. Discussions had taken place with members of staff in these year groups regarding the analysis of the data and the resources needed for pupil progress. Additional staffing were in place in Year 6 with the costs primarily met through the catch up funding. The data showed between 80% and 90% of pupils were making expected progress. There were a number of Year 1 pupils who were making accelerated progress.
- Governors recognised the impact of transience on progress. This was being monitored by the school and there were a number of quality strategies in place.
- The LGB were advised that the online safeguarding audit had been completed. This had advised on any updates needed including the new prevent duty risk assessment and a review of Child Protection Online Monitoring System (CPOMS) in line with KCSiE.
- Paris Brown-Gardener had supported the school in the development of the diversity questionnaire. Subsequently, Paris Brown-Gardener had become the diversity lead. The development of Governor involvement in the community and the representation of diversity on the LGB was a focus. An analysis of the diversity questionnaire had been shared with the LGB.

**Governors' Question: A Governor enquired what training would be received to support with diversity.**

The questionnaire had shown there had been some confusion around the difference between race and ethnicity within the school community. As such, training around the correct use of language would be undertaken by members of staff. In addition, discussions would take place regarding personal experiences of racism. There could be an opportunity for Governors to complete unconscious bias training. Training would be relevant to members of staff, Governors, and families.

- The LGB were advised that a meeting had taken place regarding the Ofsted self-evaluation. Further improvements were being made and changes would be made to the self-evaluation. It was noted that the school was expecting an Ofsted Inspection with the last Inspection being conducted in 2011.

**Action:** Liz Hardy to share an email from the QA regarding the Ofsted self-evaluation.

- There had been changes to the Ofsted Inspection Data Summary Report (IDSR). Overall, this was a positive report.

**Governors' Question: A Governor enquired on the KS2 outcomes.**



If there was nothing that was significant or the KS2 outcomes were in line, there was no comment. This showed there was nothing concerning. It was noted that the KS2 attainment for greater depth at 42% was significantly above the national average and was in the top 20% nationally.

- The school improvement action plans had been shared with the LGB. It was noted that there had been a change to the format used to support monitoring and tracking purposes. These will be updated and shared with the LGB at the end of the spring term
- The report included an overview of the partnership working, school to school support and CPD. Alongside supporting schools in the local area, the school was a national support school. It was noted that there was a model for distributed leadership including both members of staff and Governors. There were opportunities for staff development within the school and outside of the school including working with other schools and agencies.
- The report included a list of policies for review. This showed the policies which had been approved at Trustee level and the policies to be approved by the LGB.
- The report included an updated overview of the pupil numbers on roll.

**Governors' Question: A Governor enquired what identified disadvantaged pupils.**

These pupils were eligible for PP and Free School Meals (FSMs).

- There had been a dip in pupil attendance in the autumn term. This had been mainly due to families taking holidays in term time. There had been a number of unauthorised absences recorded at the end of the autumn term due to families taking holidays for Christmas prior to the end of the term. It was noted that issuing fines had little impact. Informing families of the impact of pupil absence on progress and attainment was likely to have a greater impact. There was a new attendance policy being used and the school had appointed two new attendance leads who were developing new strategies for improving attendance. Phone calls were made if a pupil was absent and there would be a focus on improving pupil punctuality.

**Governors' Question: A Governor enquired if the time a pupil arrived at school was recorded.**

Yes.

- The percentage of SEND pupils at the school was lower than the national average. However, the number of pupils with an Education Health Care Plan (EHCP) was above the national average. The LGB were advised that whilst these pupils had a high level of need, they were likely to remain at the school due to the lack of places in a specialist provision. This increased pressure on



staffing, finances, pupils, and families. The school had appointed a new SENDco and there would be a focus on the SEND provision. It was noted that pupils with SEND were accessing extra-curricular activities/clubs

**Governors' Question: A Governor enquired on SEND pupil attendance.**

Overall, this was lower than non-SEND pupils.

#### **7. 2022/23 Pupil Premium Statement**

- The 2022/23 Pupil Premium Statement had been shared on the school website.

#### **8. 2021/22 PE and Sports Grant**

- The 2021/22 PE and Sports Grant report had been shared with the LGB. This informed on the allocation of funds in the previous academic year.

**Governors' Question: A Governor enquired if the school was making some profit through Junior Sports Stars gymnastics club.**

Yes, through the lettings fee.

**Governors' Question: A Governor enquired if further sports clubs would be offered.**

There were school sports clubs. However, the letting potential at the school for external providers was at capacity. It was noted that the Multi Use Games Area (MUGA) could be rented out in the summer only due to the area not being lit.

#### **9. Performance Management to include HT Performance Management**

- The Headteacher's performance management had taken place in November 2022. This had been attended by the Chair of Governors and the Chair of Trustees. This had been positive with the following observations made, the Headteacher had shown resilience in challenging situations, there was a thriving leadership team, and a sustainable improvement plan. Recognition had been given to the distributed leadership model which empowered members of staff. It was noted that in addition to the responsibilities of the Headship, the Headteacher was also CEO of the Trust.
- Teacher appraisals had taken place and the pay committee meeting had taken place. All staff had a successful performance management.
- Recognition was given to the commitment of the staff team and their professional development.

#### **10. Committee Reports**

Pay Committee 03.11.2022

- There were no further updates.

Building and Resources 17.11.2022



- The LGB received an update from the Building and Resources committee.
- There had been a discussion around the significant increases in utility costs. Despite this the finances were being well managed.
- The school had submitted a CIF bid to the DfE relating to accessibility and access via pathways and the lift no longer being fit for purpose. This was a bid for money allocated from the Conditional Improvement fund.
- There had been a review of the HR Service Level Agreement (SLA) which was now in place following approval from Governors.
- There was a new Data Protection Officer in place.
- Governor approval had been given agreement of the photocopying lease.
- There had been a discussion regarding the 2021/22 outturn. This showed an in-year surplus of c£50,000, c£40,000 of which was capital funds for a building project, leaving a c£10,000 in-year surplus. There had been a carry forward of c£65,000 giving a 2022/23 carry forward at year end of c£116,000. However, the budget had been impacted by the unfunded pay awards. The cost of the support staff pay award had amounted to approximately £100,000 with teachers pay awards amounting an approximate variance of £55,000. The school had budgeted 3% for the teacher pay awards as advised. However, the pay award had been at 5%.
- The committee had received an update on the playground refurbishment. This had been put on hold due to needing to make savings.
- There was a five year plan regarding buildings. Additional funding of £47,000 had been received from the DfE for conditional funding.
- It was noted that the Curriculum and Standards meeting had been deferred due to not being quorate. This meeting would now take place on 9<sup>th</sup> February 2023 at 4pm.

#### **11. Safeguarding Update**

- There were no further updates.

#### **12. Health and Safety Update**

- There were no further updates.

#### **13. Policies**

##### Allegations Against Staff – for information

- The policy was shared for Governors information. This policy had been updated to be in line with KCSiE.

##### Charging and Remission Policy - for information

- The policy was shared for Governors information.



Gift, Hospitality and Anti-bribery Policy – for information

- The policy was shared for Governors information.

Managing Serial and Unreasonable Complaints Policy – for agreement

- The school had a complaints policy. However, it had been recommended that the school also have a policy for managing unreasonable complaints. This was a DfE policy.

**Governors approved the Managing Serial and Unreasonable Complaints Policy as documented on Google Drive**

Suspension and Exclusion Policy – for agreement

- The policy had been updated in line with the updated guidance. It was noted that fixed term exclusions were now identified as an suspension.

**Governors approved the Suspension and Exclusion Policy as documented on Google Drive**

Financial Procedures Policy – for information

- The policy was shared for Governors information.

Pay Policy – for information

- The policy was shared for Governors information.

Risk Management Policy – for information

- The policy was shared for Governors information.

Whistleblowing Policy – for information

- The policy was shared for Governors information.

Data Protection Policy – for information

- The policy was shared for Governors information.

Curriculum Policy – for agreement

**Governors approved the Curriculum Policy as documented on Google Drive**

Prevent Duty Risk Assessment – for agreement

**Governors' Question: A Governor enquired if the policy included cyber security.**



This was in the Data Protection Policy. Furthermore, all members of staff had completed cyber security training as a requirement of the RPA. There had been a number of cyber-attacks in Manchester.

**Action:** Liz Hardy to share the link for the cyber security training with the LGB following the meeting.

### **Governors approved the Prevent Risk Assessment as documented on Google Drive**

#### **14. Governance**

##### Training

- A remote training session would be held via Google Meet regarding Ofsted updates.

##### Vacancies and Role of the Associate Governor

- The Articles of Association confirmed Associate Governors could be appointed to the LGB. These Governors would have no voting rights in an LGB meeting. There would be a discussion regarding the governance structure and the Governors Development Day on 16<sup>th</sup> March 2023. Currently there was one vacancy for a Co-opted Governor.

##### Visits to school

- There were no updates.

#### **15. Any Other Business**

- With regard to strike action, there was a small percentage of teachers who were members of the NEU. To date it was unknown which members of staff would be taking strike action. Families would be informed once the impact on each strike day was known.
- It was noted that Emma Foster's term of office had now come to an end.

### **Governors approved a second term of office for Emma Foster.**

#### **16. Dates and Times of Future Meetings**

- 4<sup>th</sup> May 2023
- 3<sup>rd</sup> July 2023

**Meeting ended 7.20pm**